


<b>INVITATION TO BID</b>  STATE OF LOUISIANA DIVISION OF ADMINISTRATION OFFICE OF STATE PURCHASING				BIDS WILL BE PUBLICLY OPENED:  <div style="font-size: 1.2em; font-weight: bold;">APR 21, 2010    10:00 AM</div>	
=====> <b>VENDOR NO. :</b> <b>SOLICITATION :</b> 2239066 <b>FILE NO. :</b> R52421R <b>OPENING DATE :</b> 04/21/10		<b>PURCHASING AGENCY NO. :</b> 107001			
=====> <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div>		<b>SEE NO. 8 BELOW. RETURN BID TO</b>  <div style="display: flex; justify-content: space-between;"> <span>2239066</span> <span>04/21/10</span> <span>10:00 AM R52421R</span> </div> <p> <b>OFFICE OF STATE PURCHASING</b>  <b>OFFICE OF STATE PURCHASING</b>  <b>POST OFFICE BOX 94095</b>  <b>BATON ROUGE, LA 70804-9095</b> </p>			
<div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div>		<div style="display: flex; justify-content: space-between;"> <div> <b>BUYER :</b>    LINDA SWAGGERTY  <b>BUYER PHONE :</b>    (225) 342-9752  <b>DATE ISSUED :</b>    03/29/10  <b>REQ. AGENCY :</b>    139001         </div> <div> <b>SECRETARY OF STATE</b>  <b>AGENCY REQ. NO. :</b>    14151  <b>ISIS REQ. NO. :</b>    1331391  <b>VENDOR PHONE :</b>  <b>FISCAL YEAR :</b>    11  <b>CLASS/SUBCLASS :</b>    99046  <b>SCHEDULED BEGIN DATE :</b>    00/00/00  <b>SCHEDULED END DATE :</b>    00/00/00  <b>T-NUMBER :</b> </div> </div>			
<b>FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.</b>					
ARMED SECURITY FOR SECRETARY OF STATE LA STATE EXHIBIT MUSEUM					
<b>TO BE COMPLETED BY VENDOR</b>					
1. _____ PLEASE REMOVE FROM THIS COMMODITY CODE. 2. _____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER. 3. _____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. 4. _____ BID BOND ATTACHED, _____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED. 5. _____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).					
<b>INSTRUCTIONS TO BIDDERS</b>					
1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS. 2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER. 3. THIS BID IS TO BE MANUALLY SIGNED IN INK. <span style="float: right;">FOLD HERE--&gt;</span> 4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER. 5. AMOUNT OF BID BOND REQUIRED: _____ N/A _____ . 6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. _____ OR _____ 0% _____ OF BID. 7. DESIRED DELIVERY: _____ 001WEEKS ARO _____ 8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE. 9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION. 10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.					
<b>VENDOR PHONE NUMBER:</b> <b>FAX NUMBER:</b>		<b>TITLE</b>		<b>DATE</b>	
<b>SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3.</b> <b>(MUST BE SIGNED)</b>			<b>NAME OF BIDDER</b> <b>(TYPED OR PRINTED)</b>		

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
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<p>11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.</p> <p>12. CONFERENCE: NA NA NA</p> <p>13. BID FORMS. ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED: A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND; B. BID FILLED OUT IN PENCIL; AND C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.</p> <p>BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.</p> <p>14. STANDARDS OF QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>15. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>16. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>17. AWARDS. THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>18. PRICES . UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>19. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>20. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p>			

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<p>21. NEW PRODUCTS.</p> <p>UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS.</p> <p>UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION.</p> <p>THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR.</p> <p>FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY.</p> <p>IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW.</p> <p>ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS.</p> <p>BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION.</p> <p>ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY.</p> <p>CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>30. SIGNATURE AUTHORITY.</p> <p>IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:</p> <ol style="list-style-type: none"> <li>1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR</li> <li>2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR</li> <li>3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY.</li> </ol>			

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BID DELIVERY INSTRUCTIONS FOR STATE PURCHASING:

BIDDERS ARE HEREBY ADVISED THAT THE U.S. POSTAL SERVICE DOES NOT MAKE DELIVERIES TO OUR PHYSICAL LOCATION.

BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT:  
 OFFICE OF STATE PURCHASING  
 P O BOX 94095  
 BATON ROUGE LA 70804-9095

BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS FOLLOWS:

OFFICE OF STATE PURCHASING  
 CLAIBORNE BUILDING, SUITE 2-160  
 1201 NORTH THIRD STREET  
 BATON ROUGE, LA 70802

BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE OFFICE OF STATE PURCHASING IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.

BIDDER SHOULD BE AWARE OF SECURITY REQUIREMENTS FOR THE CLAIBORNE BUILDING AND ALLOW TIME TO BE PHOTOGRAPHED AND PRESENTED WITH A TEMPORARY IDENTIFICATION BADGE.

BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE & TIME SHALL RESULT IN REJECTION OF THE BID.

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 PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION.  
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**\*\*ATTENTION:\*\***

RECEIPT OF A SOLICITATION OR AWARD CANNOT BE RELIED UPON AS AN ASSURANCE OF RECEIVING FUTURE SOLICITATIONS. IN ORDER TO RECEIVE FUTURE SOLICITATIONS/AWARDS FROM THIS OFFICE, YOU MUST ENROLL IN THE PROPER CATEGORY ON LAPAC AT THE FOLLOWING WEB SITE:  
[HTTP://WWWPRD.DOA.LOUISIANA.GOV/OSP/LAPAC/PUBMAIN.ASP](http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp)  
 ENROLLMENT IN LAPAC IS FREE AND PROVIDES EMAIL NOTIFICATION OF BID OPPORTUNITIES BASED UPON COMMODITIES THAT YOU SELECT.

2

CANCELLATION

THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.

3

CERTIFICATION OF NO SUSPENSION OR DEBARMENT. BY SIGNING AND SUBMITTING ANY BID FOR \$25,000 OR MORE, THE BIDDER CERTIFIES THAT

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THEIR COMPANY, ANY SUBCONTRACTORS, OR PRINCIPALS ARE NOT SUSPENDED OR DEBARRED BY THE GENERAL SERVICES ADMINISTRATION (GSA) IN ACCORDANCE WITH THE REQUIREMENTS IN OMB CIRCULAR A-133.

A LIST OF PARTIES WHO HAVE BEEN SUSPENDED OR DEBARRED CAN BE VIEWED VIA THE INTERNET AT WWW.EPLS.GOV

4 THE INTENT OF THESE SPECIFICATIONS IS TO PROVIDE FOR A COMPLETE SECURITY GUARD SERVICE CONTRACT.

GENERAL CONDITIONS

ALL CONTRACTOR PERSONNEL ARE EXPECTED TO WORK IN A MANNER WHICH WILL MAINTAIN THE SECURITY AND BEST INTEREST OF THE SECRETARY OF THE STATE/ LOUISIANA STATE EXHIBIT MUSEUM, HEREAFTER REFERRED TO AS THE AGENCY. THE AGENCY RESERVES THE RIGHT TO REQUIRE THE CONTRACTOR TO DISMISS ANY EMPLOYEES DEEMED INCOMPETENT, CARELESS, INSUBORDINATE OR OTHERWISE OBJECTIONABLE, OR ANY PERSON WHOSE ACTIONS ARE DEEMED TO BE CONTRARY TO PUBLIC INTEREST OR INCONSISTENT WITH THE BEST INTEREST OF THE AGENCY. THE CONTRACTOR AGREES THAT DURING THE TERM OF THIS CONTRACT, HE AND HIS EMPLOYEES WILL CONDUCT THEMSELVES IN A CAREFUL AND PRUDENT MANNER, AND HE WILL NOT PERMIT THE FACILITY PLACED AT HIS DISPOSAL TO BE USED FOR PURPOSES OTHER THAN THOSE SPECIFIED HEREIN.

CONTRACTOR QUALIFICATIONS

THE CONTRACTOR MUST BE AN ESTABLISHED BUSINESS HAVING AT LEAST THREE (3) YEARS' SATISFACTORY EXPERIENCE IN THE FULL TIME SECURITY GUARD SERVICES BUSINESS AND HAVE A GOOD TRACK RECORD FREE OF COMPLAINTS WITH THE BETTER BUSINESS BUREAU IN SHREVEPORT.

EACH BIDDER SHOULD ATTACH AN ORGANIZATION PROFILE OF THEIR COMPANY, HOWEVER, IT MUST BE SUBMITTED PRIOR TO AWARD. THIS DESCRIPTION IS TO INCLUDE, BUT IS NOT LIMITED TO, THE FOLLOWING INFORMATION:

- 1) THE YEAR THE COMPANY WAS FORMED.
- 2) TOTAL NUMBER OF YEARS OF COMPANY SECURITY EXPERIENCE.
- 3) TOTAL NUMBER OF SECURITY EMPLOYEES EMPLOYED WITH THE COMPANY.
- 4) TOTAL NUMBER OF BUSINESSES AND/OR COMPARABLE FACILITIES UNDER CONTRACT FOR SECURITY GUARD SERVICES.
- 5) TOTAL NUMBER OF SECURITY EMPLOYEES (FULL-TIME AND PART-TIME), AS WELL AS MANAGEMENT PERSONNEL, BIDDER INTENDS TO UTILIZE FOR ALL FACILITIES IN THIS CONTRACT.
- 6) COPY OF LICENSE ISSUED BY THE LOUISIANA STATE BOARD OF PRIVATE SECURITY EXAMINERS.

THE CONTRACTOR WILL PROCURE INSURANCE AS PER ATTACHED INSURANCE REQUIREMENTS, AND SHALL SHOW EVIDENCE OF SUCH INSURANCE IN THE FORM OF CERTIFICATE(S) OF INSURANCE PRIOR TO CONTRACT AWARD. THE COST OF SUCH INSURANCE SHALL BE INCLUDED IN THE CONTRACTOR'S FINAL BID PRICE.

THE CONTRACTOR SHALL NOT ALLOW ANY PERSON THAT IS NOT ON THE CONTRACTOR'S PAYROLL IN THE FACILITY AT ANY TIME.

THE CONTRACTOR WILL HOLD AND SAVE THE AGENCY, ITS OFFICERS, AGENTS,

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<p>AND EMPLOYEES HARMLESS FROM LIABILITY OF ANY NATURE OR KIND, INCLUDING COST AND EXPENSES FOR, OR ANY ACCOUNT OF, ANY LAW SUIT OR DAMAGES OF ANY CHARACTER WHATSOEVER RESULTING FROM INJURIES OR DAMAGES SUSTAINED BY ANY PERSON OR PERSONS OR PROPERTY BY VIRTUE OF PERFORMANCE OF THIS CONTRACT BY THE CONTRACTOR OR ITS AGENTS.</p> <p>THE CONTRACTOR IS TO CONTRACT FOR SERVICES AND EMPLOYMENT IN HIS FIRM'S NAME ONLY, AND WILL NOT IMPLICATE THE AGENCY DIRECTLY OR BY INFERENCE IN THESE TRANSACTIONS. THE CONTRACTOR IS TO BE IN ALL RESPECTS AN INDEPENDENT CONTRACTOR, AND NONE OF HIS EMPLOYEES IS TO BE REGARDED AS EMPLOYEES OF THE AGENCY.</p> <p>THE CONTRACT IS NOT TO BE ASSIGNED OR TRANSFERRED BY THE CONTRACTOR TO ANY SUBCONTRACTOR OR ANY OTHER PARTY DURING THE TERM OF THE CONTRACT UNLESS APPROVAL IS RECEIVED BY THE OFFICE OF STATE PURCHASING.</p> <p>AT THE OPTION OF THE STATE OF LOUISIANA, AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. CONTRACT NOT TO EXCEED THIRTY-SIX MONTHS.</p> <p>THE TERMS AND CONDITIONS OF THIS CONTRACT CANNOT BE CHANGED, ALTERED, OR MODIFIED IN ANY WAY WITHOUT THE ADVANCE WRITTEN APPROVAL FROM THE OFFICE OF STATE PURCHASING. IF, BECAUSE OF REASONS BEYOND THE CONTROL OF THE AGENCY (E.G. FIRE), BUSINESS OPERATION IN ANY OR ALL OF THE FACILITIES IS INTERRUPTED OR STOPPED, THE AGENCY SHALL HAVE THE RIGHT TO TERMINATE THIS CONTRACT UPON TEN (10) DAYS' CERTIFIED WRITTEN NOTICE WITHOUT ANY PENALTY THEREOF.</p> <p>THE CONTRACTOR SHALL PURCHASE ALL LICENSES NECESSARY FOR THE CONDUCT OF THESE OPERATIONS AND PAY ALL APPLICABLE LOCAL, STATE, AND FEDERAL TAXES.</p> <p>GENERAL CONTRACT SPECIFICATIONS</p> <p>TO PROVIDE SECURITY GUARD SERVICES FOR THE LOUISIANA STATE EXHIBIT MUSEUM IN STRICT ACCORDANCE WITH THE FOLLOWING SPECIAL CONDITIONS AND SPECIFICATIONS:</p> <ul style="list-style-type: none"> <li>- CONTRACT TO COVER A PERIOD OF ONE (1) YEAR, (12) MONTHS TO BEGIN JULY 1, 2010 AND END JUNE 30, 2011.</li> <li>- THIS AGREEMENT SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</li> <li>- CONTRACTOR GRANTS TO THE LEGISLATIVE AUDITOR OF THE STATE OF LOUISIANA AND/OR THE LOUISIANA STATE EXHIBIT MUSEUM/SECRETARY OF STATE THE OPTION OF AUDITING ALL RECORDS OF CONTRACTOR PERTINENT TO THIS CONTRACT.</li> <li>- PAYMENT WILL BE MADE MONTHLY UPON RECEIPT OF INVOICE FROM THE CONTRACTOR. CONTRACTOR WILL PROVIDE ONE MONTHLY INVOICE WHICH DOCUMENTS THE ACTUAL HOURS OF SERVICE PERFORMED.</li> <li>- CONTRACTOR SHOULD FURNISH THE AGENCY WITH NO LESS THAN THREE (3) REFERENCES OF EMPLOYERS WITH WHICH THE CONTRACTOR HAS OR HAD</li> </ul>			

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<p>PROVIDED A SECURITY CONTRACT. THIS INFORMATION SHOULD BE INCLUDED IN BID.</p> <ul style="list-style-type: none"> <li>- THE SECRETARY OF STATE'S OFFICE MAY CANCEL THE CONTRACT WITH A THIRTY (30) DAY WRITTEN NOTIFICATION WITHOUT PENALTY OF TERMINATION CHARGE TO THE STATE OF LOUISIANA.</li> <li>- CONTRACT CALLS FOR ONE (1) ARMED GUARD WORKING NINE (9) HOURS, FIVE DAYS A WEEK FROM 7:45 A.M. UNTIL 4:45 P.M.</li> <li>- THE PERSONNEL ASSIGNED BY THE CONTRACTOR TO PERFORM SERVICES DESCRIBED WITHIN THIS CONTRACT SHALL BE QUALIFIED TO PERFORM THE ASSIGNED DUTIES. CONTRACTOR ASSUMES RESPONSIBILITY FOR ITS PERSONNEL PROVIDING SERVICES DESCRIBED HEREIN.</li> <li>- CONTRACTOR AGREES TO KEEP CONFIDENTIAL ALL INFORMATION AND MATERIALS WHICH WILL COME INTO POSSESSION OR KNOWLEDGE OF CONTRACTOR IN CONNECTION WITH THIS CONTRACT OR THE PERFORMANCE THEREOF, EXCEPTING ONLY SUCH INFORMATION AS IS ALREADY KNOWN TO THE PUBLIC, AND NOT TO RELEASE, USE, OR DISCLOSE THE SAME EXCEPT WITH WRITTEN PERMISSION OF THE AGENCY.</li> <li>- THROUGHOUT THE YEAR, THE AGENCY WILL REQUIRE EXTRA ARMED GUARDS OR EXTENSION OF REGULARLY SCHEDULED HOURS FOR SPECIAL EVENTS AT THE SITE.</li> <li>- SECURITY SERVICES MUST ALSO BE PROVIDED AT THE REQUEST OF THE MUSEUM DIRECTOR AND/OR HIS REPRESENTATIVE IN CASE OF EMERGENCY OR DISASTER, AND/OR OTHER SITUATIONS WITHIN TWO (2) HOURS.</li> <li>- THE CONTRACTOR WILL HAVE AT LEASE THREE (3) OTHER GUARDS ON STAFF THAT HAVE BEEN PRE-APPROVED BY THE AGENCY TO WORK WHEN THE PRIMARY ASSIGNED GUARD IS OFF, ON SICK LEAVE, OR OTHERWISE NOT AVAILABLE, OR WHEN ADDITIONAL STAFFING IS REQUIRED BY THE AGENCY AS SET FORTH ABOVE.</li> </ul> <p>SPECIFIC CONTRACT SPECIFICATIONS (GUARD DUTIES)</p> <ul style="list-style-type: none"> <li>- CONTACTED SECURITY GUARDS SHALL REPORT TO THE MUSEUM DIRECTOR AND/OR HIS DESIGNEE WHILE ON DUTY AT THE STATE MUSEUM.</li> <li>- GUARD SERVICES ARE TO PROVIDE PROTECTION AGAINST UNAUTHORIZED PERSONS ON PREMISES, SUSPICIOUS PERSONS, THEFT AND VANDALISM. THE GUARD MUST BE VIGILANT TO SUSPICIOUS ACTIVITY AND BE CONSTANTLY ROAMING THE BUILDING AND GROUNDS AND MAKING HOURLY ROUNDS, UNLESS ASSIGNED TO A SPECIFIC AREA BY MANAGEMENT. CONCERNS ARE TO BE NOTED IN REPORTS AND VERBALLY REPORTED IMMEDIATELY TO THE MUSEUM DIRECTOR AND/OR HIS REPRESENTATIVE. THE DAILY LOG WILL REFLECT THE HOURLY ROUNDS.</li> <li>- THE GUARD WILL PAY PARTICULAR ATTENTION TO THE WEST WING, WHEN AN EXHIBIT IS ON DISPLAY, AND WHEN THE AREA IS OPEN TO THE PUBLIC.</li> <li>- A WRITTEN REPORT (DAILY LOG) IS TO BE MAINTAINED. EACH GUARD ROUND WILL ALSO INVOLVE CHECKING DOORS AND LOCKS AND TURNING OFF/ON LIGHTS AS APPROPRIATE.</li> </ul>			

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<div> <div></div> <div></div> <div></div> </div> <ul style="list-style-type: none"> <li>- CONTRACTED SECURITY GUARDS SHALL BE HELD ACCOUNTABLE FOR, AND NOT LOAN TO ANYONE, THOSE KEYS ASSIGNED TO THEM THAT HAVE BEEN DESIGNATED FOR SECURITY PURPOSES.</li> <li>- CONTRACTED SECURITY GUARDS SHALL BE ALERT FOR DEFECTS AND DEFICIENCIES IN BUILDINGS, GROUNDS, LIGHTS BURNED OUT, BROKEN WINDOWS AND DOORS, WATER LEAKS, ETC. AND SHALL MAKE TIMELY REPORTS OF ANY DISCOVERIES.</li> <li>- CONTRACTED SECURITY GUARDS SHALL COMPLY WITH FIRE AND SAFETY REGULATIONS, AND REPORT FIRE AND SAFETY HAZARDS IMMEDIATELY TO THE MUSEUM DIRECTOR AND/OR HIS DESIGNEE AND FOLLOW UP WITH A TYPE WRITTEN REPORT WITHIN EIGHT (8) HOURS.</li> <li>- CONTRACTED SECURITY GUARDS SHALL PARTICIPATE IN ALL FIRE DRILLS WHETHER CONDUCTED OR REAL IN STATE BUILDINGS AND ASSIST WITH ENFORCING THE EVACUATION PLAN AND AFTER ACTION REPORT.</li> <li>- CONTRACTED SECURITY GUARDS SHALL REPORT PROMPTLY TO THE MUSEUM DIRECTOR OR REPRESENTATIVE THEFTS, SUSPICION OF THEFT, INCIDENTS, UNUSUAL CONDITIONS, SUSPICIOUS PEOPLE, ETC. AND FOLLOW-UP WITH A WRITTEN REPORT WITHIN EIGHT (8) HOURS.</li> <li>- CONTRACTED SECURITY GUARDS ARE REQUIRED TO GIVE FULL ATTENTION TO THEIR DUTIES. IDLE CONVERSATION AND THE READING OF LITERATURE, NEWSPAPERS AND BOOKS, WATCHING TELEVISION OR ANY OTHER SIMILAR DIVERSIONS IS NOT PERMITTED WHILE ON DUTY. THE USE OF PROFANITY, OBSCENE GESTURES, LOUD AND BOISTEROUS LANGUAGE, ALCOHOL OR DRUGS, WHILE ON DUTY WILL NOT BE PERMITTED.</li> <li>- CONTRACTED SECURITY GUARDS WILL ONLY BE AUTHORIZED TO OPERATE EQUIPMENT OF THE LOUISIANA STATE EXHIBIT MUSEUM NECESSARY TO PERFORM THEIR DUTIES.</li> <li>- CONTRACTOR AGREES TO PROVIDE PERIODIC ORIENTATION AND TRAINING SESSIONS FOR SECURITY GUARDS ASSIGNED TO AGENCY FACILITIES AS PART OF THIS CONTRACT.</li> <li>- CONTRACTOR AGREES THAT ALL CONTRACTED SECURITY PERSONNEL WILL BE ORIENTED TO AND ARE RESPONSIBLE FOR BEING FAMILIAR WITH AND ADHERING TO AGENCY'S "SERVICE AND RESPONSIBILITIES" PROCEDURES AS OUTLINED IN THE CONTRACT. AGENCY REQUESTS THAT CONTRACTOR NOT CHANGE HIS PERSONNEL EXCEPT WHEN ABSOLUTELY NECESSARY.</li> <li>- IF FOR ANY REASON ANY SECURITY GUARDS ARE DEEMED UNSUITABLE BY THIS AGENCY VENDOR WILL AGREE TO REPLACE THE PERSONNEL WITHIN TWENTY-FOUR (24) HOURS.</li> <li>- CONTRACTOR AGREES TO PROVIDE THE MUSEUM DIRECTOR AND/OR HIS REPRESENTATIVE ON A WEEKLY BASIS A SCHEDULE, WHICH DEPICTS NAMES OF ASSIGNED PERSONNEL AND TIMES OF SHIFTS. ANY DEVIATION FROM THIS SCHEDULE IS TO BE PROMPTLY REPORTED TO THE MUSEUM DIRECTOR AND/OR HIS REPRESENTATIVE.</li> </ul>			



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<div><div></div><div><ul style="list-style-type: none"><li>- CONTRACTOR AGREES TO PROVIDE THE MUSEUM DIRECTOR AND/OR HIS DESIGNATED REPRESENTATIVE A COPY OF THE DAILY LOGS INCLUSIVE OF A REPORT INDICATING SECURITY PERSONNEL ASSIGNMENTS AND THE RESULTS OF DAILY ROUNDS.</li><li>- CONTRACTOR IS TO COMMUNICATE (REPORT, INFORM, AND/OR ADVISE) AS APPROPRIATE AND NECESSARY TO ONLY AGENCY PERSONNEL, AS DETERMINED BY THE MUSEUM DIRECTOR AND/OR HIS DESIGNATED REPRESENTATIVE.</li><li>- CONTRACTED SECURITY PERSONNEL MAY TAKE A MAXIMUM OF THIRTY (30) MINUTES PER SHIFT FOR MEALS AND OFFICERS MUST NOT LEAVE THEIR POST DURING THIS TIME.</li><li>- CONTRACTOR SECURITY PERSONNEL WILL BE RESPONSIBLE FOR SIGNING IN AND OUT FOR ACTUAL HOURS WORKED.</li><li>- CONTRACTED SECURITY PERSONNEL WILL PERFORM ANY OTHER SECURITY RELATED FUNCTIONS AND/OR DUTIES NECESSARY AT THE REQUEST OF THE MUSEUM DIRECTOR AND/OR HIS REPRESENTATIVE.</li></ul><p>SECURITY GUARD COMPENSATION</p><p>THE SECURITY GUARD WILL BE PAID A MINIMUM OF \$8.00 PER HOUR. THIS WILL BE VERIFIED BY THE AGENCY.</p><p>SECURITY GUARD QUALIFICATIONS</p><p>THE CONTRACTOR MUST PROVIDE SECURITY GUARDS THAT MEET ALL OF THE FOLLOWING MINIMUM QUALIFICATIONS. THE AGENCY RESERVES THE RIGHT TO INTERVIEW AND ACCEPT OR REJECT ANY SECURITY GUARD(S) PRIOR TO BEING ASSIGNED BY THE CONTRACTOR.</p><ul style="list-style-type: none"><li>- THE SECURITY GUARD WILL BE AN ARMED POST.</li><li>- THE SECURITY GUARD WILL BE AT LEAST 21 YEARS OF AGE AND SHALL MEET ALL REGULATIONS AND REQUIREMENTS FOR AN ARMED SECURITY OFFICER IN THE STATE OF LOUISIANA AS REQUIRED BY THE LOUISIANA STATE BOARD OF PRIVATE SECURITY EXAMINERS.</li><li>- THE SECURITY GUARD WILL HAVE A MINIMUM OF THREE (3) YEARS PRIOR EXPERIENCE AS A LICENSED SECURITY OFFICER IN THE STATE OF LOUISIANA. THE CONTRACTOR WILL PROVIDE EVIDENCE OF THIS EXPERIENCE THAT CAN BE VERIFIED BY THE AGENCY. THE AGENCY EXPECTS THE CONTRACTOR TO ASSIGN ITS BEST-QUALIFIED AND PERFORMING PERSONNEL TO THIS CONTRACT. THE AGENCY SHALL ASSUME THAT POORLY QUALIFIED AND POORLY PERFORMING PERSONNEL ARE FAILURES OF THE CONTRACTOR TO PERFORM ADEQUATELY.</li><li>- THE SECURITY GUARD MUST BE A RESIDENT OF LOUISIANA AND BE ABLE TO READ AND WRITE THE ENGLISH LANGUAGE.</li><li>- THE SECURITY GUARD MUST BE PHYSICALLY FIT, MUST BE ABLE TO REMAIN ON HIS FEET THROUGHOUT THE DAY AND HAVE NO PHYSICAL IMPAIRMENTS THAT WOULD PREVENT HIM FROM BENDING, KNEELING, RUNNING OR LIFTING AT LEAST 50 POUNDS.</li><li>- THE SECURITY GUARD MUST BE ABLE TO PASS A PRE-EMPLOYMENT BACKGROUND</li></ul></div></div>			

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<p>INQUIRY. THE COMPANY SHALL PROVIDE THE AGENCY WITH PERSONAL IDENTIFIERS (FULL NAME, ADDRESS, DATE OF BIRTH, LOUISIANA DRIVER'S LICENSE OR LOUISIANA ID NUMBER, SOCIAL SECURITY NUMBER AND SEX) ON ALL PERSONS WHO MAY WORK THE SITE. THIS INFORMATION WILL BE USED TO CHECK THE SUITABILITY OF ALL PROSPECTIVE SECURITY GUARDS PRIOR TO ASSIGNMENT. THE AGENCY WILL ADVISE THE COMPANY OF A PROSPECTIVE GUARD CAN OR CANNOT WORK AT THE SITE. THE REASON FOR THE DECISION WILL NOT BE SUBJECT TO DISCLOSURE.</p> <p>- EACH SECURITY GUARD SHALL PASS A DRUG SCREEN PRIOR TO ASSIGNMENT THAT IS ARRANGED AND PAID FOR BY THE CONTRACTOR AS SET FORTH IN THE PARAGRAPH ENTITLED "SCREENING REQUIREMENTS."</p> <p>IN ACCORDANCE WITH LOUISIANA REVISED STATUTES R.S. 47:3270-3298, ALL BIDDERS ELIGIBLE FOR AWARD MUST BE LICENSED BY THE STATE BOARD OF PRIVATE SECURITY EXAMINERS PRIOR TO AWARD. CONTACT THE BOARD AT 225-272-2310.</p> <p>THE AGENCY HAS A RIGHT TO VERIFY WITH THE STATE BOARD OF PRIVATE SECURITY EXAMINERS THAT THE CONTRACTOR'S GUARDS ARE REGISTERED AND HAVE PROPER TRAINING. IF THE BOARD FINDS THE GUARDS ARE NOT REGISTERED AND TRAINED PROPERLY, THE CONTRACT MAY BE CANCELLED.</p> <p>SECURITY OFFICERS SHALL HAVE IN POSSESSION, AT ALL TIMES WHEN ON DUTY, REGISTRATION CARDS ISSUED BY THE LOUISIANA STATE BOARD OF PRIVATE SECURITY EXAMINERS.</p> <p>UNIFORMS AND EQUIPMENT</p> <p>UNIFORMS AND EQUIPMENT ARE TO BE PROVIDED BY THE CONTRACTOR AS PART OF THE CONTRACT AND IT WILL NOT BE THE RESPONSIBILITY OF THE SECURITY GUARD TO PAY FOR THESE ITEMS. IT WILL BE THE RESPONSIBILITY OF THE SITE SUPERVISOR TO HANDLE REQUESTS FOR REPLACEMENT UNIFORMS AND EQUIPMENT AS NEEDED. THE ASSIGNED PERMANENT SECURITY GUARD WILL BE PROVIDED BOTH WINTER AND SUMMER UNIFORMS. THE UNIFORMS WILL BE IN COMPLIANCE WITH THE REQUIREMENTS AS SET FORTH BY THE LOUISIANA STATE BOARD OF PRIVATE SECURITY EXAMINERS REGULATIONS. THE UNIFORMS WILL INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:</p> <ul style="list-style-type: none"> <li>(4) -- SHORT SLEEVE SHIRTS</li> <li>(4) -- LONG SLEEVE SHIRTS</li> <li>(3) -- PAIRS OF PANTS</li> <li>(1) -- WINTER JACKET</li> <li>(1) -- YELLOW OR GREEN RAIN GEAR SUIT (PANTS AND TOP WITH HOOD)</li> <li>(2) -- UNIFORM BELTS</li> <li>(1) -- GUN BELT AND WEAPON (RESTRICTED TO .38 AND 9MM)</li> <li>(1) -- UNIFORM HOLSTER WITH APPROPRIATE LEATHER/AMMUNITION HOLDER</li> <li>(4) -- BELT LOOPS</li> <li>(1) -- PAIR OF BLACK BOOTS OR APPROPRIATE BLACK UNIFORM SHOES</li> <li>(1) -- MAGLITE OR EQUIVALENT FLASHLIGHT RING</li> <li>(1) -- MAGLITE OR EQUIVALENT FLASHLIGHT (BATTERIES TO BE PROVIDED BY THE CONTRACTOR)</li> </ul> <p>CONTRACTOR TO PROVIDE ALL IDENTIFICATION PATCHES, UNIFORM BADGE AND NAME PLATE.</p>			

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<p>EACH SECURITY GUARD WILL CARRY A SMALL NOTEBOOK, PROVIDED BY THE CONTRACTOR, IN HIS REAR POCKET AT ALL TIMES AND A PEN FOR MAKING NOTES OF ANY SUSPICIOUS PERSON OR EVENT. THIS WILL BE CHECKED BY THE SITE SUPERVISOR DURING SITE VISITS.</p> <p>THE SECURITY GUARD IS EXPECTED TO REPORT FOR WORK IN COMPLETE UNIFORM AT ALL TIMES, NEATLY DRESSED WITH THE UNIFORM SHIRT AND PANTS PRESSED, CUFFED AND FREE OF WRINKLES, TEARS OR FRAYS. THE CONTRACTOR MUST ASSIST HIS PERSONNEL TO ASSURE THAT PROPER ALTERATIONS ARE MADE.</p> <p>RELIEF SECURITY GUARDS USED WHEN THE PRIMARY GUARD IS OFF WILL BE PROVIDED ALL OF THE ABOVE LISTED EQUIPMENT AS THAT PROVIDED TO THE PRIMARY SECURITY GUARD.</p> <p>SCREENING REQUIREMENTS</p> <p>THE AGENCY HAS A RIGHT TO REQUEST DRUG TESTING AT NO ADDITIONAL COST TO THE STATE FOR ALL GUARDS BY A CERTIFIED LABORATORY ACCORDING TO SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA) GUIDELINES. THE REPORT SHALL IDENTIFY DRUGS/METABOLITES TESTED FOR, WHETHER POSITIVE OR NEGATIVE. THE REPORT SHALL ALSO INDICATE THE DATE AND TIME OF SPECIMEN COLLECTION, THE DATE RECEIVED BY THE LABORATORY, AND THE DATE AND TIME REPORTED.</p> <p>THE AGENCY RESERVES THE RIGHT TO REQUEST ADDITIONAL DRUG SCREENS FOR SECURITY GUARDS FOR REASONABLE CAUSE. ANY SECURITY GUARD WHO TESTS POSITIVE ON ANY DRUG SCREENS SHALL BE IMMEDIATELY DISMISSED.</p> <p>THE STATE OF LOUISIANA RESERVES THE RIGHT TO REQUEST THAT THE CONTRACTOR PROVIDE THE OFFICE OF STATE PURCHASING EMPLOYEE DRUG TESTING RESULTS AT NO EXTRA COST TO THE STATE.</p> <p>CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING SATISFACTORY STANDARDS OF EMPLOYEE COMPETENCY, CONDUCT, APPEARANCE, AND INTEGRITY, AND SHALL BE RESPONSIBLE FOR TAKING SUCH DISCIPLINARY ACTION WITH RESPECT TO HIS EMPLOYEES AS MAY BE NECESSARY.</p> <p>SITE SUPERVISOR</p> <p>THE CONTRACTOR WILL DESIGNATE A SITE SUPERVISOR TO SUPERVISE THE ACTIVITIES OF THE SECURITY GUARD ASSIGNED. THE SITE SUPERVISOR WILL MAKE UNANNOUNCED VISITS TO THE SITE AT LEAST WEEKLY FOR THE FOLLOWING:</p> <ul style="list-style-type: none"> <li>- MEET WITH THE SITE'S AGENCY CONTACT TO MAKE CERTAIN THAT EVERYTHING IS OKAY AND THAT THE SECURITY GUARD IS PROPERLY PERFORMING DESIGNATED DUTIES.</li> <li>- COMPLETE A SITE INSPECTION REPORT THAT REFERENCES THE MEETING WITH THE AGENCY CONTACT AND SECURITY GUARD.</li> <li>- THE INSPECTION REPORT WILL ALSO INDICATE THAT AN INSPECTION OF THE SECURITY GUARD WAS MADE AND THAT ALL UNIFORMS WERE NEAT AND CLEAN, EQUIPMENT WAS FOUND IN WORKING ORDER AND THAT THE GUARD WAS IN COMPLIANCE WITH THE RULES AND REGULATIONS AS SET FORTH BY THE LOUISIANA BOARD OF PRIVATE SECURITY EXAMINERS.</li> </ul>			

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- SITE SUPERVISOR WILL MAKE CERTAIN THAT ALL DAILY ACTIVITY LOGS AS WELL AS TIME AND ATTENDANCE LOGS ARE BEING PROPERLY COMPLETED.

- THE INSPECTION REPORT WILL BE SIGNED AND DATED BY THE SITE SUPERVISOR AND A COPY LEFT WITH THE AGENCY CONTACT.

THE APPROPRIATE CONTRACTOR REPRESENTATIVE WILL INSPECT THE SECURITY GUARD'S ASSIGNED WEAPON, OFF SITE, AT LEAST MONTHLY AND MAKE CERTAIN THE WEAPON IS CLEAN AND IN PROPER WORKING ORDER. THE AMMUNITION CARRIED WILL ALSO BE INSPECTED FOR CONDITION AND SUITABILITY. CARRY AMMUNITION WILL BE REPLACED ACCORDING TO THE CONTRACTOR'S AND STATE REGULATIONS AND REQUIREMENTS.

REPORTS AND LOGS

A DAILY SHIFT LOG WILL BE MAINTAINED BY THE GUARD TO COVER THE ACTIVITIES OF THE DAY, INCLUDING BUT NOT LIMITED TO OPENINGS AND CLOSING OF THE FACILITY AND BUILDINGS, SUSPICIOUS PERSONS, VEHICLE OR EVENTS AND ANYTHING ELSE THAT IS RELEVANT TO THE SECURITY OF THE SITE. THIS DOCUMENT WILL BE LEFT ON SITE WITH THE AGENCY CONTACT.

A TIME AND ATTENDANCE RECORD WILL ALSO BE MAINTAINED TO BE USED FOR CONTRACTOR PAYMENTS. APPROPRIATE COPIES WILL BE LEFT WITH THE AGENCY CONTACT.

REPORTING REQUIREMENTS

THE CONTRACTOR MUST SUBMIT MONTHLY SHIFT REPORT/TIME SHEETS TO THE AGENCY. THE CONTRACTOR MUST MAINTAIN COMPLETE AND ACCURATE RECORDS TO SUBSTANTIATE SERVICES PROVIDED TO THE AGENCY. THE CONTRACTOR'S RECORDS MUST DOCUMENT:

A. NAME OF SECURITY GUARD PROVIDING SERVICE  
 B. DATE SERVICE PROVIDED  
 C. TIME/SHIFT SERVICE WAS PROVIDED

STAFFING STANDARDS

THE CONTRACTOR SHALL HAVE A CELL TELEPHONE OR ANSWERING SERVICE NUMBER SO THAT HE/SHE MAY BE CONTACTED BY THE AGENCY CONTACT 24 HOURS PER DAY BY TELEPHONE OR PAGER. ALL CALLS MUST BE RETURNED WITHIN A TWO HOUR PERIOD.

ANY CHANGE IN CELL TELEPHONE/ANSWERING SERVICE NUMBERS MUST BE MADE AVAILABLE TO THE AGENCY, AS WELL AS STATE PURCHASING, WITHIN A TWENTY-FOUR (24) HOUR PERIOD.

ABSENTEEISM -- THE CONTRACTOR SHALL PROVIDE RELIEF PERSONNEL AS NECESSARY TO ENSURE THAT EACH ASSIGNMENT IS PERFORMED DAILY PER CONTRACT SPECIFICATIONS, REGARDLESS OF EMPLOYEE ABSENTEEISM.

CORRESPONDENCE

THE CONTRACTOR OR HIS DESIGNEE SHALL RESPOND TO ALL INQUIRIES, COMPLAINTS AND OTHER WRITTEN CORRESPONDENCE FROM AGENCY PERSONNEL WITHIN A 7-DAY PERIOD. CORRESPONDENCE SHALL BE ON THE CONTRACTOR'S OFFICIAL STATIONERY.

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<p>CERTIFIED PAYROLL RECORDS</p> <p>UPON REQUEST IN WRITING BY THE AGENCY THE CONTRACTOR SHALL, WITHIN FIVE (5) WORKING DAYS, FURNISH A CERTIFIED COPY OF THE LATEST PAYROLL PERIOD PRIOR TO THE DATE OF SAID REQUEST. THIS RECORD SHALL REFLECT PAYMENTS FOR ALL CONTRACTOR'S EMPLOYEES WORKING UNDER THIS CONTRACT.</p> <p>DURING THE PAYROLL PERIOD, THE STATE MAY REQUEST COPIES OF ANY OR ALL SUCH PAYROLLS DURING THE LIFE OF THIS CONTRACT.</p> <p>BASIS AND METHOD FOR DEDUCTIONS FOR UNSATISFACTORY DAILY PERFORMANCE</p> <p>IF SERVICES ARE NOT IN CONFORMITY, OR NOT PERFORMED WITH THE REQUIREMENTS OF THE CONTRACT, THE AGENCY SHALL USE THE FOLLOWING GUIDELINES IN ADJUSTING THE CONTRACTOR'S INVOICE. START UP TIME WILL NOT EXCEED A ONE-WEEK PERIOD.</p> <p>FIRST OCCURRENCE -- VERBAL WARNING. REQUIRE THE CONTRACTOR TO IMMEDIATELY PERFORM THE SERVICES IN ACCORDANCE WITH THE CONTRACT.</p> <p>SECOND OCCURRENCE -- WRITTEN DOCUMENTATION NOTICE FROM THE AGENCY TO THE CONTRACTOR.</p> <p>THIRD OCCURRENCE -- WRITTEN DOCUMENTATION AND DEDUCTION OF 1/60TH OF THE MONTHLY INVOICE AMOUNT FOR EACH JOB INCOMPLETE OR NOT IN CONFORMITY.</p> <p>FOURTH OCCURRENCE -- WRITTEN DOCUMENTATION AND DEDUCTION OF 1/30TH OF THE MONTHLY INVOICE AMOUNT FOR EACH JOB INCOMPLETE OR NOT IN CONFORMITY.</p> <p>NOTE: ON ALL WRITTEN NOTICES, STATE PURCHASING SHALL NOTIFY CONTRACTOR OF REPORTED PERFORMANCE ISSUES SUBMITTED BY AGENCY. CONTRACTOR HAS SEVEN (7) DAYS FROM THE DATE OF NOTICE TO RESPOND TO THE REPORTED PERFORMANCE ISSUES, IN WRITING, TO STATE PURCHASING. CONTRACTOR'S FAILURE TO RESPOND TO AGENCY'S INITIAL NOTICE OF DEFICIENCIES IN PERFORMANCE OR FAILURE TO RESPOND TO STATE PURCHASING'S NOTICE OF PERFORMANCE ISSUES WITHIN THE REQUIRED NUMBER OF DAYS SPECIFIED IN EACH NOTICE, MAY CONSTITUTE GROUNDS FOR CONTRACT TERMINATION.</p> <p>THE AGENCY CONTACT SHALL REVIEW INVOICES AND ANY REDUCTIONS MUST BE APPROVED BY STATE PURCHASING PRIOR TO ANY WITHOLDINGS OF PAYMENTS. SHOULD THE CONTRACTOR'S INVOICE NOT INCLUDE ANY/ALL NECESSARY REDUCTIONS, THE INVOICE SHALL BE REDUCED BY THE AMOUNT OF THE NON-INCLUDED REDUCTIONS MADE WITH COPIES OF DOCUMENTATION SUPPORTING THOSE REDUCTIONS. AGENCY WILL NOTIFY STATE PURCHASING ONCE A CHRONIC OR NON-REMEDIED ISSUE IS RECOGNIZED. THE AGENCY SHALL SUBMIT TO STATE PURCHASING WRITTEN DOCUMENTATION OF NON-PERFORMANCE ISSUES AND ANY ATTEMPTS MADE BY AGENCY OR CONTRACTOR TO RESOLVE THE PERFORMANCE ISSUES. COPIES OF ALL SUPPORTING DOCUMENTATION MUST ALWAYS BE FORWARDED TO STATE PURCHASING.</p> <p>ALSO, IF THE CONTRACTOR RECEIVED TWO (2) OR MORE REDUCTIONS, WITHIN ANY THIRTY (30) DAY WORK PERIOD OR A TOTAL OF FIFTEEN (15) REDUCTIONS</p>			

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DURING A TWELVE (12) MONTH PERIOD, THE CONTRACT MAY BE AUTOMATICALLY TERMINATED FOR DEFAULT.

SERVICE, RESPONSIBILITIES AND PROCEDURES

SERVICES, RESPONSIBILITIES AND PROCEDURES TO BE PROVIDED, YET NOT LIMITED TO, ARE AS FOLLOWS:

AGENCY AGREES TO BE RESPONSIBLE FOR SCHEDULING ORIENTATION TRAINING PROGRAM OF CONTRACT SECURITY GUARDS WHICH INCLUDES: FACILITY ORIENTATION, IDENTIFICATION OF AGENCY OFFICIALS, PROPER REPORTING PROCEDURES, FORMS, PROCEDURE FOR OBTAINING EMERGENCY ASSISTANCE, FIRE PROTECTION, SAFETY HAZARDS, LOCK LOCATIONS, CONDUCTING PATROLS, AND GENERAL DUTIES.

5 TO PROVIDE SECURITY GUARD SERVICE FOR THE SHREVEPORT STATE EXHIBIT MUSEUM IN STRICT ACCORDANCE WITH THE FOLLOWING SPECIAL CONDITIONS AND SPECIFICATIONS.

CONTRACT TO COVER A PERIOD OF 1 YEAR (12) MONTHS TO BEGIN JULY 1, 2010 AND END JUNE 30, 2010.

THE SECRETARY OF STATE'S OFFICE MAY CANCEL THE CONTRACT WITH A THIRTY (30) DAY WRITTEN NOTIFICATION WITHOUT PENALTY OF TERMINATION CHARGE TO THE STATE OF LOUISIANA.

CONTRACT CALLS FOR ONE (1) ARMED GUARD WORKING NINE (9) HOURS, FIVE (5) DAYS A WEEK FROM 7:45 A.M. UNTIL 4:45 P.M.

TWO (2) GUARD SECURITY GUARD ON SATURDAY AND SUNDAY. HOURS ARE FROM 11:45 A.M. UNTIL 4:15 P.M.

THROUGHOUT THE YEAR THE AGENCY WILL REQUIRE EXTRA ARMED GUARD OR EXTENSION OF REGULARLY SCHEDULED HOURS FOR SPECIAL EVENTS AT THE LOUISIANA STATE EXHIBIT MUSEUM.

THE PERSONNEL ASSIGNED BY THE CONTRACTOR TO PERFORM SERVICES DESCRIBED WITHIN THIS CONTRACT SHALL BE QUALIFIED TO PERFORM THE ASSIGNED DUTIES. CONTRACTOR ASSUMES RESPONSIBILITY FOR ITS PERSONNEL PROVIDING SERVICES DESCRIBED HEREIN. CONTRACTOR AGREES TO KEEP CONFIDENTIAL ALL INFORMATION AND MATERIALS WHICH WILL COME INTO POSSESSION OR KNOWLEDGE OF CONTRACTOR IN CONNECTION WITH THIS CONTRACT OR THE PERFORMANCE THEREOF, EXCEPTING ONLY SUCH INFORMATION AS IS ALREADY KNOWN TO THE PUBLIC, AND NOT TO RELEASE, USE, OR DISCLOSE THE SAME EXCEPT WITH WRITTEN PERMISSION OF THE AGENCY.

THIS AGREEMENT SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.

CONTRACTOR GRANTS TO THE LEGISLATIVE AUDITOR OF THE STATE OF LOUISIANA AND/OR THE SHREVEPORT MUSEUM/SECRETARY OF STATE THE OPTION OF AUDITING ALL RECORDS OF CONTRACTOR PERTINENT TO THIS CONTRACT.

THE CONTRACTOR SHALL NOT ASSIGN/SUBCONTACT ANY INTEREST IN THIS CONTRACT AND SHALL NOT TRANSFER THE SAME.

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<p>PAYMENT WILL BE MADE MONTHLY UPON RECEIPT OF INVOICE FROM THE CONTRACTOR. CONTRACTOR WILL PROVIDE ONE (1) MONTHLY INVOICE WHICH DOCUMENTS THE ACTUAL HOURS OF SERVICE PERFORMED.</p> <p>CONTRACTOR SHOULD FURNISH THE AGENCY WITH NO LESS THAN THREE (3) REFERRALS OF EMPLOYERS WITH WHICH THE CONTRACTOR HAS OR HAD PROVIDED A SECURITY CONTRACT. THIS INFORMATION SHOULD BE INCLUDED IN BID.</p> <p>CONTRACTOR SHALL PROCURE AND MAINTAIN FOR THE DURATION OF THE CONTRACT INSURANCE AGAINST CLAIMS FOR INJURIES TO PERSONS OR DAMAGES TO PROPERTY WHICH MAY ARISE FROM OR IN CONNECTION WITH PERFORMANCE OF THE WORK HEREUNDER BY THE CONTRACTOR, HIS AGENTS, REPRESENTATIVES, OR EMPLOYEES. THE COST OF SUCH INSURANCE SHALL BE INCLUDED IN THE CONTRACTOR'S FINAL BID PRICE.</p> <p><b>SPECIFICATIONS:</b></p> <p>THIS CONTRACT SHALL PROVIDE FOR ARMED SECURITY GUARD SERVICES FOR THE STATE EXHIBIT MUSEUM LOCATED IN SHREVEPORT, LOUISIANA.</p> <p>SECURITY GUARDS ARE TO BE LOCATED AND HOUSED AT THE ASSIGNED STATE BUILDING(S) WITHIN THE STATE OF LOUISIANA AT THE SITE(S) TO BE DETERMINED BY THE MUSEUM DIRECTOR AND/OR HIS DESIGNATED REPRESENTATIVE(S).</p> <p>SECURITY SERVICES MUST ALSO BE PROVIDED AT THE REQUEST OF THE MUSEUM DIRECTOR AND/OR HIS REPRESENTATIVE IN CASE OF EMERGENCY, DISASTER, AND/OR OTHER SITUATIONS WITHIN TWO (2) HOURS.</p> <p>UNIFORMED GUARDS ARE TO BE EQUIPPED WITH REGISTRATION CARDS ISSUED BY THE LOUISIANA STATE BOARD OF PRIVATE SECURITY EXAMINERS.</p> <p>SERVICES ARE TO PROVIDE PROTECTION AGAINST UNAUTHORIZED PERSONNEL ON PREMISES. NOTED VIOLATION(S) ARE TO BE REPORTED IMMEDIATELY TO THE MUSEUM DIRECTOR AND/OR HIS REPRESENTATIVE.</p> <p><b>SECURITY PERSONNEL:</b></p> <p>SECURITY GUARDS MUST HAVE A MINIMUM OF THREE (3) YEARS EXPERIANCE IN SECURITY SERVICE.</p> <p>THE STATE EXHIBIT MUSEUM RESERVES THE RIGHT TO REQUEST VERIFICATION OF EXPERIENCE OF ANY CONTRACT PERSONNEL AT ANY TIME DURING THE CONTRACT PERIOD.</p> <p>SERVICES, RESPONSIBILITIES, AND PROCEDURES TO BE PROVIDED BUT NOT LIMITED TO, ARE AS FOLLOWS:</p> <p>A. SECURITY SERVICES ARE TO INCLUDE PROTECTION OF:</p> <ol style="list-style-type: none"><li>PERSONNEL AGAINST BODILY INJURY AND/OR HARM.</li><li>PROPERTY AGAINST VANDALISM, THEFT, AND DAMAGES BY UNAUTHORIZED PERSONNEL.</li></ol>			

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<p><i>B. OTHER SERVICES SHALL INCLUDE:</i></p> <ol style="list-style-type: none"> <li>1. CONTROL THE ENTRANCE AND MOVEMENT OF PEDESTRAIN AND VEHICULAR TRAFFIC IN AN OUT OF THE MUSEUM.</li> <li>2. CHECK ALL AREAS OF PREMISES ON AN HOURLY BASIS. LOG SHEETS WILL BE SIGNED AFTER EACH CHECK TO VERIFY THAT SUCH INSPECTIONS WERE MADE.</li> <li>A. A TYPE WRITTEN REPORT IS TO BE PREPARED WHEN NECESSARY. EACH INSPECTION WILL INVOLVE, BUT IS NOT LIMITED TO, CHECKING LOCKS, TURNING OFF/ON LIGHTS AS APPROPRIATE.</li> <li>B. CONTRACTED SECURITY GUARDS SHALL BE ALERT FOR DEFECTS AND DEFICIENCIES IN BUILDINGS, GROUNDS, LIGHTS OUT, BROKEN WINDOWS AND DOORS, WATER LEAKS, ETC. AND SHALL MAKE TIMELY REPORTS OF ANY DISCOVERIES.</li> <li>3. PREVENT UNLAWFUL AND UNAUTHORIZED ENTRY INTO STATE MUSEUM.</li> <li>4. CONTRACTED SECURITY GUARDS SHALL COMPLY WITH FIRE AND SAFETY REGULATIONS, AND REPORT FIRE AND SAFETY HAZARDS IMMEDIATELY TO THE MUSEUM DIRECTOR AND/OR HIS DESIGNEE AND FOLLOW UP WITH A TYPE WRITTEN REPORT WITHIN EIGHT (8) HOURS.</li> <li>5. CONTRACTED SECURITY GUARDS SHALL PARTICIPATE IN ALL FIRE DRILLS WHETHER CONDUCTED OR REAL, IN STATE BUILDINGS AND ASSIST IN ENFORCING THE EVACUATION PLAN, AND AFTER-ACTION REPORT.</li> <li>6. SECURITY PERSONNEL WILL REMAIN ALERT AT ALL TIMES AT THEIR DUTY STATIONS AND DETECT SUSPICIOUS PERSONS OR UNNATURAL BEHAVIOR, OBSTACLES, VEHICLES, ETC.</li> <li>A. CONTRACTED SECURITY GUARDS SHALL REPORT PROMPTLY TO THE MUSEUM DIRECTOR OR REPRESENTATIVE THEFTS, SUSPICION OF THEFT, INCIDENTS, UNUSUAL CONDITIONS, SUSPICIOUS PEOPLE, ETC., AND FOLLOW UP WITH A TYPEWRITTEN REPORT WITHIN EIGHT (8) HOURS.</li> <li>B. CONTRACTED SECURITY GUARDS ARE REQUIRED TO GIVE FULL ATTENTION TO THEIR DUTIES. IDLE CONVERSATION AND THE READING OF LITERATURE, NEWSPAPERS, BOOKS, WATCHING, T.V. OR ANY OTHER SIMILAR DIVERSIONS IS NOT PERMITTED WHILE ON DUTY. THE USE OF PROFANITY, OBSCENE GESTURES, LOUD AND BOISTEROUS LANGUAGE, ALCOHOL OR DRUGS, WHILE ON DUTY WILL NOT BE PERMITTED.</li> <li>C. CONTRACTED SECURITY PERSONNEL WILL ONLY BE AUTHORIZED TO OPERATE EQUIPMENT OF THE STATE EXHIBIT MUSEUM NECESSARY TO PERFORM THEIR DUTIES.</li> <li>D. CONTRACTED SECURITY PERSONNEL WILL PERFORM ANY OTHER SECURITY RELATED FUNCTIONS AND/OR DUTIES NECESSARY AT THE REQUEST OF THE MUSEUM DIRECTOR AND/OR HIS REPRESENTATIVE.</li> <li>E. CONTRACTED SECURITY PERSONNEL SHALL BE HELD ACCOUNTABLE FOR, AND NOT LOAN TO ANYONE, THOSE KEYS ASSIGNED TO THEM THAT HAVE BEEN DESIGNATED FOR SECURITY PURPOSES.</li> </ol>			



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<div> <div></div> <div> <p>F. CONTRACTED SECURITY PERSONNEL SHALL REPORT TO THE MUSEUM DIRECTOR AND/OR HIS DESIGNEE WHILE ON DUTY AT THE STATE MUSEUM.</p> <p>G. CONTRACTED SECURITY PERSONNEL SHALL WEAR APPROPRIATE UNIFORMS THAT ARE CLEAN AND WELL MAINTAINED, AND SHALL USE THEIR OWN SECURITY EQUIPMENT.</p> <p>H. CONTRACTED SECURITY PERSONNEL MAY TAKE A MAXIMUM OF THIRTY (30) MINUTES PER SHIFT FOR MEALS AND OFFICERS MUST NOT LEAVE THEIR POST DURING THIS TIME.</p> <p>I. CONTRACTED SECURITY PERSONNEL WILL BE RESPONSIBLE FOR SIGNING IN AND OUT FOR ACTUAL HOURS WORKED.</p> <p>J. ALL SECURITY PERSONNEL, EQUIPMENT, UNIFORMS, AND ANY OTHER EQUIPMENT NECESSARY TO PERFORM DUTIES MUST BE PROVIDED BY CONTRACTOR. THIS IS TO INCLUDE ALL OFFICE SUPPLIES.</p> <p>K. CONTRACTOR AGREES TO PROVIDE PERIODIC ORIENTATION AND TRAINING SESSIONS FOR SECURITY GUARDS ASSIGNED TO AGENCY FACILITIES AS PART OF THIS CONTRACT.</p> <p>L. CONTRACTOR AGREES THAT ALL CONTRACTED SECURITY PERSONNEL WILL BE ORIENTED TO AND ARE RESPONSIBLE FOR BEING FAMILIAR WITH AND ADHERING TO AGENCY'S "SERVICE AND RESPONSIBILITIES" PROCEDURES AS OUTLINED IN THE CONTRACT. AGENCY REQUESTS THAT CONTRACTOR NOT CHANGE HIS PERSONNEL EXCEPT WHEN ABSOLUTELY NECESSARY.</p> <p>M. CONTRACTOR WILL BE RESPONSIBLE FOR SUPPLYING EMERGENCY SUBSTITUTES OF ANY PERSONNEL. SUBSTITUTES MUST MEET ALL EXPERIENCE REQUIREMENTS.</p> <p>N. IF FOR ANY REASON ANY SECURITY PERSONNEL ARE DEEMED UNSUITABLE BY THIS AGENCY VENDOR WILL AGREE TO REPLACE THE PERSONNEL WITHIN TWENTY-FOUR (24) HOURS.</p> <p>O. CONTRACTOR AGREES TO PROVIDE THE MUSEUM DIRECTOR AND /OR HIS REPRESENTATIVE ON A WEEKLY BASIS, WHICH DEPICTS NAMES OF ASSIGNED PERSONNEL AND TIMES OF SHIFTS. ANY DEVIATION FROM THIS SCHEDULE IS TO PROMPTLY REPORTED TO THE MUSEUM DIRECTOR AND/OR HIS REPRESENTATIVE.</p> <p>P. CONTRACTOR AGREES TO PROVIDE THE MUSEUM DIRECTOR AND/OR HIS DESIGNATED REPRESENTATIVE A WEEKLY REPORT INCLUSIVE OF A REPORT INDICATING SECURITY PERSONNEL ASSIGNMENTS AND THE RESULTS OF MONITORING CHECKS.</p> <p>Q. CONTRACTOR IS TO COMMUNICATE (REPORT, INFORM, AND/OR ADVISE) AS APPROPRIATE AND NECESSARY TO ONLY AGENCY PERSONNEL, AS DESIGNED BY THE MUSEUM DIRECTOR AND/OR HIS DESIGNATED REPRESENTATIVE.</p> <p>R. THE AGENCY ESTABLISHED TELEPHONE INSTRUCTIONS AND PROCEDURES WILL BE FOLLOWED.</p> <p>1. ANSWER THE TELEPHONE AS PROMPTLY AS POSSIBLE. IN ANSWERING</p> </div> </div>			

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THE TELEPHONE, ALWAYS ASSUME THAT THE CALL IS IMPORTANT AND ACT ACCORDINGLY.

2. SPEAK CLEARLY INTO THE MOUTHPIECE IN A MODERATE TONE. YOUR TONE OF VOICE SHOULD BE POLITE AND HELPFUL.

3. HAVE A PAD AND PENCIL HANDY TO TAKE NOTES AT ALL TIMES.

4. IDENTIFY YOURSELF IMMEDIATELY AS "SECURITY OFFICER \_\_\_\_\_ SPEAKING" DO NOT SHOUT HELLO.

5. IF THE CALLER DOES NOT IDENTIFY HIMSELF/HERSELF, INQUIRE, MAY I HAVE YOUR NAME, PLEASE? DO NOT SAY "WHO IS THIS?" ALWAYS ASK THE CALLER TO SPELL THEIR NAME AND TO GIVE YOU A TELEPHONE NUMBER AT WHICH THEY CAN BE REACHED.

S. SECURITY PERSONNEL SHALL BE COURTEOUS AND CIVIL IN THE FACE OF PROVACATION AND HELPFUL AND CONSIDERATE IN THE TIME OF NEED.

T. THE SHREVEPORT MUSEUM LOCATED IN A RATHER HIGH RISK AREA, THEREFORE, STRICT ADHERANCE TO THE SPECIFICATIONS, ALERTNESS TO INSTRUCTION AND THEIR ACTIONS, IS REQUIRED.

SERVICE, RESPONSIBILITIES AND PROCEDURES

SERVICES, RESPONSIBILITIES, AND PROCEDURES TO BE PROVIDED, YET NOT LIMITED TO, ARE AS FOLLOWS:

AGENCY AGREES TO BE RESPONSIBLE FOR SCHEDULING ORIENTATION TRAINING PROGRAM OF CONTRACT SECURITY GUARDS WHICH INCLUDES: FACILITY ORIENTATION, IDENTIFICATION OF AGENCY OFFICIALS, PROPER REPORTING PROCEDURES, FORMS, PROCEDURE FOR OBTAINING EMERGENCY ASSISTANCE. FIRE PROTECTION, SAFETY HAZARDS, LOCK LOCATIONS, CONDUCTING PATROLS, AND GENERAL DUTIES.

AGENCY WILL NOTIFY CONTRACTOR OF ANY CHANGES NEEDED IN SCHEDULING (I.E. ADDITIONAL PERSONS ETC.).

6 PRICES ARE TO BE BID IN THE UNIT OF MEASURE REQUESTED (PER ROLL, PER REEL, PER CARTON, PER GALLON, ETC.).

7

SCOPE OF CONTRACT

SUBMITTAL OF ANY TERMS AND CONDITIONS CONTRARY TO THOSE OF THE STATE OF LOUISIANA MAY CAUSE YOUR BID TO BE REJECTED. BY SIGNING BELOW, TERMS AND CONDITIONS WHICH MAY BE INCLUDED IN YOUR BID ARE NULLIFIED, AND CONTRACTOR AGREES THAT THIS CONTRACT SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.

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BIDDER SIGNATURE

8 COMPENSATION INSURANCE, PUBLIC LIABILITY, AND PROPERTY DAMAGE

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<p>INSURANCE, AS OUTLINED BELOW, ARE REQUIRED IN THIS BID.</p> <p>CONTRACTOR'S LIABILITY INSURANCE:</p> <p>PROOF OF INSURANCE SHOULD BE SUPPLIED WITH THE BID AND WILL BE REQUIRED BEFORE WORK CAN COMMENCE.</p> <p>INSURANCE COVERAGE SPECIFIED BELOW SHALL BE FURNISHED WITH THE FOLLOWING MINIMUM LIMITS:</p> <p>COMPENSATION INSURANCE: THE CONTRACTOR AND SUBCONTRACTORS SHALL TAKE AND MAINTAIN DURING THE LIFE OF THE CONTRACT WORKMAN'S COMPENSATION INSURANCE FOR ALL OF THEIR EMPLOYEES EMPLOYED AT THE SITE OF THE PROJECT. IN CASE ANY CLASS OF EMPLOYEES ENGAGED IN HAZARDOUS WORK UNDER THE WORKMAN'S COMPENSATION STATUE, THE CONTRACTOR AND SUBCONTRACTOR SHALL PROVIDE EMPLOYER'S LIABILITY INSURANCE FOR THE PROTECTION OF THEIR EMPLOYEES NOT OTHERWISE PROTECTED.</p> <p>PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE: COMPREHENSIVE PUBLIC GENERAL LIABILITY INSURANCE, INCLUDING BUT NOT LIMITED TO BODILY INJURY, PROPERTY DAMAGE, CONTRACTUAL LIABILITY, PRODUCTS LIABILITY, COMPLETED OPERATIONS AND OWNER'S PROTECTIVE LIABILITY WITH COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE WITH A MINIMUM AGGREGATE OF \$1,000,000.</p> <p>AUTO LIABILITY: PROOF OF AUTOMOBILE LIABILITY MAY BE REQUIRED. THIS WILL DEPEND ON THE CONTRACT TYPE. MUST BE PROVIDED WITHIN FIVE (5) DAYS OF REQUEST.</p> <p>9 ANY ORDERS RESULTING FROM THIS SOLICITATION WILL BE PAID WITH NEW FY FUNDS, IF APPROPRIATED BY THE LEGISLATURE. DELIVERY CANNOT BE MADE PRIOR TO JULY 1 AND YOUR BID PRICES MUST BE FIRM FOR ACCEPTANCE AND DELIVERY ACCORDINGLY.</p> <p>10 THE ABOVE QUANTITIES ARE ESTIMATED TO BE THE AMOUNT NEEDED. IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED BY THE STATE OF LOUISIANA TO INCREASE OR DECREASE THE AMOUNT, AT THE UNIT PRICE STATED IN THE BID.</p> <p>11 AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. TOTAL CONTRACT TIME MAY NOT EXCEED THIRTY-SIX (36) MONTHS.</p>			

PRICE SHEET		INVITATION TO BID			
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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00001	<p>UNLESS SPECIFIED ELSEWHERE SHIP TO:            SECRETARY OF STATE            LSEM            3015 GREENWOOD ROAD            ATTN: NANCY MCINNIS            SHREVEPORT , LA 71133</p> <p>COMMODITY CODE: 990-46-000000</p> <p>ARMED GUARD SECURTIY SERVICES (AS PER THE ATTACHED SPECIFICATIONS).</p> <p>VENDOR TO PROVIDE ARMED GUARD SECURITY SERVICE FOR THE LOUISIANA STATE EXHIBIT MUSEUM, LOCATED AT 3015 GREENWOOD ROAD, SHREVEPORT, LA. 71139.</p> <p>THIS CONTRACT WILL BE FOR A PERIOD OF TWELVE (12) MONTHS BEGINNING JULY 1, 2010 AND ENDING JUNE 30, 2011.</p> <p>SECURITY GUARD WILL BE PAID A MINIMUM OF \$8.00 PER HOUR.</p>	3222	HOUR		